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Executive Assistant to DCI

7 November 1952

Director of Training

Weekly Summary Report

1. The Basic Intelligence Course of six weeks is in process of review in preparation for training new professional personnel coming into the Agency. Consultations have been held by the Director of Training with appropriate Assistant Directors in order to obtain their views, recommendations, and training requirements.

2. The first Rapid Reading Retention Program is scheduled for the first week in December. The Reading Improvement Branch has divided the backlog of over 500 requests into four parts - Junior Officer Trainees, personnel from the Offices of the DD/I and DD/A, personnel from the Offices and Staffs of the DD/P, and provisionally-cleared people. This will be a continuous program available to employees six weeks, six months, and a year after their initial rapid reading training.

3. Plans have been completed to begin the CIA Human Resources Program for five groups of supervisors in OCD beginning on 10 November.

4. The Chief, Orientation and Briefing Division has been requested by the Inspection and Security Office to give a special presentation on the inter-relations between security and the functions of the Agency for a group of investigators.

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6. The first Stay-Behind Course will be offered on 24 November. The initial presentation will be in the nature of a small seminar in which it is anticipated that a number of experienced officers from the operating divisions will participate, so as to contribute to the development of the material. In order to facilitate the attendance of staff officers whose responsibilities might not give them the opportunity to attend a full-time training course, the first course will be given on a half-day basis over a three-weeks period.



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cc: DD/A
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